

# MNWT Chapter Mailing

March 2024  
Issue 7



Staff & SPM News  
Committee News  
Calendar  
Tech Page

I have hidden four yellow M's (this one doesn't count) in this issue of the Chapter Mailing. Find all four and email me at [secretary@mnwt.org](mailto:secretary@mnwt.org) with where you found them, and you will be entered into a drawing for a magical prize at Annual Convention!

Dear Minnesota Women of Today,

“Enthusiasm is excitement with inspiration, motivation, and a pinch of creativity”. Robert Foster Bennett

Can you feel the excitement? I see excitement everywhere I turn – there are new members being added, there are great extension possibilities abounding, there are awesome projects being worked on with wonderful results. Are you part of that excitement? What can you do to keep that excitement going the last couple of months of this Women of Today year?

Each of us plays a part as members in the wonderful organization and what you do can truly make a difference within your chapter and our state. What can you do to ensure we keep the momentum and end the year in an awesome way? Show up, help with a project your chapter has going on, maybe co-chair a project, invite that friend that you have been talking to, and give that report that will help show what your chapter is doing. Think about how you can become a leader within your chapter, district and state – there are needs on all levels, whether it is an officer, chair, or member of a committee.

We talk a lot about numbers and what do those numbers mean? Membership numbers mean that we can continue as an organization – we need to grow but most importantly, we need to add members that are going to be active and help us move forward. It really isn't about the numbers but about how we can sustain ourselves as the Women of Today.

We look for programming numbers to show what we as the Minnesota Women of Today have done throughout the year. Why is it important for you to submit that information? It isn't just for our information, but your chapter can use that to your advantage in your promotion of your chapter – you are doing such amazing things – let your community know the impact you are making.

Lastly, make sure to have fun so others see that you enjoy your membership and will want to be a part of your chapter. Be sure to have an activity for Membership Week, March 10\*-16<sup>th</sup> and share that with us. I really do love to hear all the great things that are happening and being part of your excitement!

I am excited to see what the next two months will bring and all the wonderful things we will have to celebrate at the Annual Convention in May! I hope you will join my staff and me to share how your “Visions of Success” have come to fruition!

In friendship,

Amy Pumper

District Directors and State Delegates have really been “Sparkling” across the state! It is so much fun to work with these ladies and see them “sparkle” in their roles.



Tri 3 District Meetings are starting. Please support your District Director/Representative and attend your District Meeting.

Have you been thinking about a District Director role for next year? We are still looking for DD’s in District 2, 3, 4, 6 and 9. If you would like to talk about what the role entails, I’d love to visit with you. This is a great way to not only get to know members in your district, but also statewide. Please reach out to me with any questions. You can email me: [avp@mnwt.org](mailto:avp@mnwt.org).

***“Leave A Little Sparkle Wherever You Go”***  
***Shirley Viesselman, AVP***

# “Believe & Sparkle”



Hello, Chapters

Wow! What a start to the beginning of the 3<sup>rd</sup> Trimester!

You have been really working hard at membership. Whether you are using the tools that MNWT has for you or have fantastic ideas of your own, you have been successful. So far in the middle of February 2024 we already have 32 new members. There are chapters that have achieved an In Chapter Extension already and others that have signed multiple new members.

If you have great ideas that have worked for you, please share them with the Membership Team. You can email them to [mvp@m.nwt.org](mailto:mvp@m.nwt.org). More importantly, share what works with the next person in your chapter that takes over the membership duties and share with your District too. We all can use new ideas and be excited to invite new members to become a part of our chapters.

Looking forward to sharing with you at Annual Convention.

***“Believe in Your Vision”***  
***Glorie Balfanz, MVP***

Happy March! As you are nearing the end of this trimester and Women of Today year, there is still time to focus on your Recruitment & Retention for a positive membership year. If your chapter needs support, reach out at [cmvp@mnwt.org](mailto:cmvp@mnwt.org). We are working on a plan for chapters to grow & would love to pilot with you.



We have training opportunities to grow their leadership skills and Women of Today knowledge coming up. Please plan to attend or encourage your members to attend where applicable. There is something for everyone! If you need additional information, please reach out to [cmvp@mnwt.org](mailto:cmvp@mnwt.org). And check out the CMVP page or Member homepage on mnwt.org.

### Chapter Operations Training – March 23 or April 6

We are offering a new training following the Regional meetings. This 2.5-hour training will focus on: Working together as a Board, Running an effective & fun Chapter meeting, Critical Chapter operations, and Engaging members in leadership. The training is open to all members and is applicable for Board members and general members alike.

### Local Officer Training Session (LOTS) – May 4

Incoming Board members and LPMs should sign up for LOTS. This is a great way for the new board to bond together and learn new skills. This is also a great opportunity to network with other Presidents, State Delegates, Secretaries, Treasurers, Membership Vice Presidents, and/or Programming Vice Presidents from across the state. Getting to know others who are going through the same experiences or struggles as you can help with making your year go smoothly.

For those who are serving in a position for a 3<sup>rd</sup> or more time and have previously attended LOTS training, we are offering an optional Leadership Training session as an alternative to attending position training. This is a limited space training session and priority will be given to Chapter Presidents and Vice Presidents first. Check out the registration form online for more information.

***“Building for Success”***  
***Tevyan Sorensen, CMVP***



Coming into the 3<sup>rd</sup> Trimester of the year I hope your chapters are already doing succession planning. If you need help with this process or are unsure when you should start it please feel free to reach out to the Membership Committee, we are here to help you!

Don't forget membership week this trimester is **March 10<sup>th</sup>–16<sup>th</sup>**, the suggested theme from President Amy is Butterfly themed.

I am still taking either items or monetary donations for the Extensions Lucky Buck Basket that will be at Annual Convention. Contact me with any questions, I can take Venmo if you want to donate.

Good Luck to all the chapters in finishing out strong in Tri 3!

***“Arrrrgh You Ready To Talk About Women of Today”***  
***Andrea Schue, Extensions Director***



### **Why do We Track Programming Totals?**

- Celebrate your community impact.
- Share with prospective members about how they can make a difference.
- Your hours and donations allow other nonprofit organizations to expand their services at lower costs.
- Your time is valuable. Each hour you volunteer is worth \$31.80/hour.
- When you complete your MNWT Programming Report your information is reported to the USWT for additional recognition. No need to do two reports.
- We want to celebrate EVERY chapter.

### **How to track your programming totals?**

- Report your hours and donations at your monthly chapter meetings. Include in your minutes.
- Write an article for your chapter newsletter with total number of people involved, number of hours, and amount of any monetary or product donations.

### **How to report Your Programming Totals to MNWT PVP:**

- Add up your totals from meeting reports and/or newsletter articles for each programming area. (Community Connections, Priority Area-Crescent Cove, Women’s Wellness, Youth of Today).
- Complete the online Trimester Report: [EmailMe Form - MNWT Program Manager Trimester Report](#) You do not need to list every activity. List total hours and donations.
- If you find the above form confusing....just send an email to [pvp@mnwt.org](mailto:pvp@mnwt.org) with your totals for each area!!!

If you missed reporting 1<sup>st</sup> or 2<sup>nd</sup> trimester, send those totals anytime and then your final report by May 2<sup>nd</sup>. The SPMs and I want a full email box with all your great totals so we can celebrate YOU!

### ***Keep on “Living, Giving & Sharing” Mary Kaminski, PVP***



How have your “Decluttering” tasks been going? I accomplished one BIG item – I removed texts that I no longer needed, and phone numbers I no longer need to call. I needed to remove some toxic people from my life, and it didn’t make sense to keep their phone numbers. It also made it easier to find the people/contacts that I do want to converse with and keep in my life.

If you or your chapter members did not get credit for a certification, I sincerely apologize. It was certainly not intentional, and I will rectify it immediately. It isn’t always easy to get information to the proper people when you have trouble communicating with a computer system you are not used to using.

I will be holding an Impromptu Speaking Contest at Annual Convention in May. Look for future information regarding the “Simple Living” questions you will be speaking on! Speaking of “simple living” if you are considering moving to a simpler life, there are likely many things you haven’t considered, and a few you have. Stay tuned for more information on this subject.

### ***“Live Simply, BEE Grateful” Pat Undersander, Living and Learning***

Hello Friends!

Wow, it has been quite the year so far! I am proud of everyone for the participation and hard work that you have been putting into the priority area.



This trimester our main focus is going to be fundraising for money and gift cards to go towards the facility needs, due to the fact that they have limited space, we will not be accepting any more items for donation. That is why we are focusing on in-kind donations and gift cards this trimester.

Don't forget to tell me how you are fundraising and don't forget to nominate projects of the trimester as well. I look forward to hearing from all of you.

Thank You!

***“Make a Ripple Change the World”***  
***Sara Rocksted, Priority Area (Crescent Cove)***

# “Living & Changing”



How is everyone doing on the challenges? The following challenges were listed in my CIP in the LPM Lookout Corner,

1. Work with Membership and host an M-event with a focus on heart disease. Ask everyone to wear red and/or a red dress pin. Have a picture taken and send to [ww@mnwt.org](mailto:ww@mnwt.org) Each chapter to submit a report and picture will have their name placed in a drawing for a **prize**.
2. Ask chapter members to: wear red to a chapter meeting in February and send a picture to [ww@mnwt.org](mailto:ww@mnwt.org). Each chapter will be in a drawing for a **prize**.
3. Ask members to donate to a spare change fundraiser for AHA. Each month that a chapter reports having a spare change fundraiser, that chapter will have their name in the drawing for a **prize**. **(If the chapter reports x4, their name will be in the drawing x4)**. Send report to [ww@mnwt.org](mailto:ww@mnwt.org).

***“The Beat Goes On”***  
***Sharon Bergquist, Women's Wellness***

It was exciting to honor our Outstanding Young adults at Winter State Convention. The committee chose Cade Bunnell from the Burnsville chapter, and Andrey Clour from the Sauk Rapids Chapter to receive the award. These young people, along with the other 3 nominees are all exceptional young people!



Card sales to raise money for the Youth of Today Scholarship Fund has been very successful thanks to the many ladies who purchased cards to support the fund. Cards will continue to be sold through 3rd trimester.

Many chapters contributed to my February challenge by donating socks, hats, & gloves to youth shelters. I encourage chapters to send me an email about your donation participation. As we move into March, I am challenging chapters to have members work at local food shelves or give food or monetary donations to food shelves. The Minnesota FoodShare March Campaign starts Feb. 26 and lasts until April 6th. This is the largest grassroots food and fund drive in the state that brings together organizations, churches, and individuals to stock and support 300 food shelves. Money donated is partially matched by MN FoodShare. This food helps support many people including Youths experiencing homelessness.

I encourage chapters to consider doing a 12-hour encampment experience in their community in April. Remember to make it a real experience by following the rules of no comfort measures during your experiences. Also try to get pledges to donate to youth programs or shelters in your area. It's great that the weather is mild for winter, however homeless encampments continue to pop up, and cities still continue to shut them down. Keep up your great work helping youths who are experiencing homelessness! Everything you do helps!

***“Youth Building Their Future”  
Sandy Trossen, Youth of Today***



**Chapter and District Treasurers,**

**Our year is almost over. Are your books in order and ready to hand off to your successor? Help the new officers start their year on the right foot. Start work on their new budget. Start transferring the bank signatures as soon after elections as possible. It will make your life and theirs so much easier.**

**Does your Chapter or District do a lot of year end donations? Now is the time to think about making those. Don't forget to include State and US Ways & Means in that group! Help US Treasurer Jane fill her pot to overflowing or State FVP Jane fill her last spots on the Visionopoly Board. All the cool kids want to be a part of Visionopoly!**

**State Store is available to give you the perfect shopping fix for year-end thank you gifts or New Member incentives. Shop early, shop often.**

**And a big thank you to all who sold raffle tickets! The winners received their hotel gift certificates at Winter State. Next fundraiser will be lucky buck drawings at each Regional Meeting. Be sure to bring your dollars and check out the potential candidates for next year's staff.**

**Thanks to all who are Showing Me (and State) the Money!**

***“Show Me the Money”  
Jane Holmberg, FVP***



Third Trimester Marketing Committee meeting is March 16, 2024, at Star Bank in Eden Prairie, MN. Please come and share your thoughts and ideas for the next year at our marketing committee meeting! It is our last one of the 2023-2024 year.



Thank you to those that have helped with raising funds for the brochures and other marketing tools! This is going to help next year in providing updated material for the organization.



Make sure to have updated information on your dues billings for our Elections issue of the Newslet! This will be the only way of getting the election issue this year. Plus, there will be a survey with the Newslet to provide feedback on how you liked the Election issue.

**Lets get Famous**



**MN Ducks**

***“Lets Get Famous MN Ducks”  
Allie Staley, MKVP***

A lot of you found the four little orange **c**'s hidden in last month's Chapter Mailing. Your names are entered into a drawing at Annual Convention. I hope you found the articles interesting and useful. This month you will now be looking for four capital yellow **M**'s. (not this one) Everyone who finds them and emails me with their location will be entered into a drawing at Winter State Convention for a magical basket.



My third Trimester Challenge is to send me your chapter minutes for review, and you will be placed in a drawing for another magical basket.

***“The Magic of Minutes”***  
***Candi Frick, Secretary***

# “Making Magic”

**SCRAPBOOK PAGES:** Chapters and Exec Council members please turn in your completed scrapbook page to me on or before April 6<sup>th</sup>. You can bring it to the state committee meetings (March or your regional meeting March 23 or April 6). You could also mail your scrapbook page by rolling it loosely and using a large cardboard container to mail it to Cat Shuman, 9640 Goodrich Av NE, Monticello MN 55362.



**YEAR END DONATION:** Chapters and districts are asked to contribute \$10 to \$20 toward a special year-end gift(s) for President Amy which will be presented at Annual convention. This is a special way of showing our appreciation to Amy for all that she has done this year. These donations should be sent to the Chapter Service Center by April 30<sup>th</sup> with a notation for “Pres YE Gift”.

**INCENTIVES:** For third trimester, chapters can earn **SUCCESS POINTS** if you donate for Amy's year end gift and/or submit a scrapbook page by April 6, 2024. In addition, there will be **DRAWINGS** at Annual convention for two “wonderama” baskets. They will go to one lucky person/chapter that donates toward the year end gift and one lucky person that turns in their scrapbook page. You qualify for the drawing if donations and pages are submitted by April 6, 2024.

***“Make Magic Happen”***  
***Cat Shuman, PA***





## Hi past Chapter Presidents and MNWT members!

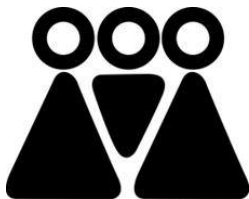
This is a very busy time of year for Minnesota Women of Today, lots of meetings, but many opportunities to be involved in decision-making and learning about our organization.

- 1) March Planning on March 2 at the Boy Scouts Center in Sartell
- 2) Statewide Committee Meetings on March 16 at Star Bank in Eden Prairie
- 3) Region I meeting on March 23 in Bemidji
- 4) Region II meeting on April 6 in Mankato

Refer to MNWT website for details on how to register. Hope to see you there!

***“Finding Your Piece”***  
***Jenise Teske, COB***

**Donate to the Foundation while dispersing your end of the year chapter funds.** As you make final decisions on donating your funds, keep the Foundation in mind. This will not only help the Foundation but also WT members and chapters. Think about chapter grants, scholarships or simply undesignated and allow the Foundation board to use the funds according to the needs of the Women of Today.



Once you decide to send a donation to the Foundation, **please make your check payable to the MNWT Foundation and mail it to the Foundation Treasurer:**

Jane Hanson, Treasurer,  
MNWT Foundation  
P.O. Box 232, Anoka, MN 55303

***Nicky Anderson, MNWT Foundation Chairperson***

A Project Report Form was approved for use beginning with the 2024-2025 year. This form will be used for chapters to submit projects, fundraisers, and membership events to share with others on the web site. There will also be an addition on the success form adding submissions of projects, fundraisers, and membership events.

Next meeting is March 16<sup>th</sup> at Star Bank in Eden Prairie. FD would begin at 1 pm and MMC and Marketing will be held first. Everyone is welcome to attend FD. It is a great way to have a voice in Women of Today. Feel free to reach out to me for more information or if you would like something included in the next agenda.

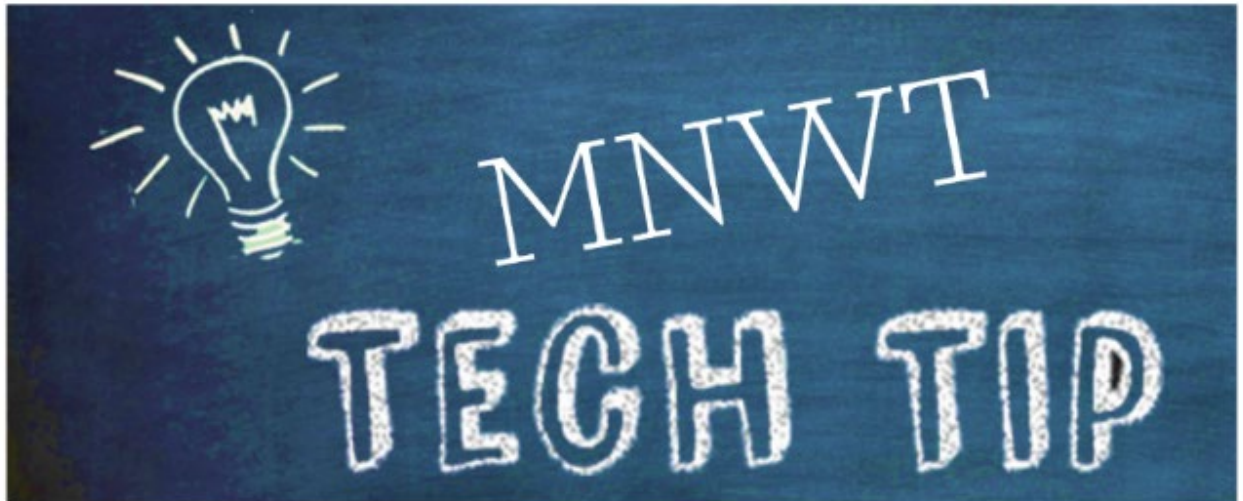
***Jane Hanson, Future Directions Committee Chairperson***

The Membership Management Committee has been busy. Emails have been sent to all chapters about the “Years of Service Recognition”. We are requesting that members review it to ensure we have each members’ years of service correct. We have also had a task force that has put together definitions for TLC and Watch List, along with policies to define them and updates for other manuals as needed. These will be presented at the next MMC meeting.

Our next MMC meeting will be March 16<sup>th</sup> at Star Bank in Eden Prairie starting at 10:00 am, followed by the Marketing and Future Directions meetings. I hope to see many of you there!

***JoAnn Miller, Membership Management Committee Chairperson***

<b>Important Dates</b>	
<b>Mar 2</b>	<b>March Planning</b>
<b>Mar 10-16</b>	<b>MNWT Membership Week</b>
<b>Mar 16</b>	<b>State Committee Meetings</b>
<b>Mar 23</b>	<b>Region 1 Meeting</b>
<b>Mar 31</b>	<b>New Member Adds due to CSC</b>
<b>April 6</b>	<b>Region 2 Meeting</b>
<b>April 13</b>	<b>Foundation Meeting</b>
<b>April 15</b>	<b>All Renewals due postmarked to CSC</b>
<b>April 29</b>	<b>3<sup>rd</sup> Tri and Year-end Close Out</b>
<b>May 4</b>	<b>LOTS (Local Officer Training Session)</b>
<b>May 17-19</b>	<b>Annual Convention</b>
<b>June 6-9</b>	<b>USWT National Year-End Convention</b>



As a member of the Minnesota Women of Today, you may have opportunities to use Microsoft Word to produce documents, create articles, and maybe prepare a CIP (chapter information packet). Are there times when you wish you could figure out how to add other components to your work or save yourself from getting frustrated trying to match up columns and lines to look more professional? Here are some tips and tricks that you might be interested in trying out. These topics can be found in most Microsoft Word editions, and you can use the Help icon for more details about these functions. I challenge you to check a few of them out!

**Find & Replace** – this feature allows you to find an existing “phrase” and you can also replace the found “phrase” with another one each time it occurs in the document. EX. You want to find the year “2022” and change it to “2024”. In the Find field, enter “2022” and in the Replace field, enter “2024”. Then use the buttons to search through your document to find an occurrence of 2022. You can replace with 2024 one at a time or all at once. Look for “Find & Replace” under the Home ribbon.

**Editing your documents** – There are several Editors you can use to review your document for Spelling, Grammar, Thesaurus (similar words), and Word Count. Look for these under the Review ribbon.

**Review a document** – When you are reviewing a document for someone, you can make changes as you go and automatically keep track of those changes at the same time. The feature to “Track Changes” can be found on the Review ribbon. You can review, show your markups, and quit tracking.

**Using Templates** – Did you know that Word has many different templates available for you to use if you want to design certain kinds of documents, such as flyers, certificates, coupons, cards, resume, and more? To find templates, go to File/New or simply open MS Word and you should find a link to templates. Next time you are creating a flyer for a chapter project, you could try using a template – just pick one that seems to fit your theme and start filling in the fields with information for your project.

**Text Boxes** – This feature allows you to capture words or pictures in a frame that can be moved around on a page and still keep it separate from other information on the page. This feature can be found on the Insert ribbon, where you can select “Text Box” and draw your shape. Select and right click on the box to find other options which allow you to make changes: edit text, format shape (lines, fill, color), wrap text. The Text Box feature may be helpful in formatting a CIP.

**Pictures** – Do you want to add pictures, clip art, or shapes to make a document more interesting or emphasize the topic you are covering? This feature is found under the Insert ribbon and includes Pictures, Shapes, Icons, SmartArt, Charts, and more. For example, select “Pictures” and you can choose from items you have saved on your computer (this device) or from computer-generated searches (stock images or online pictures). Try out some of these – there is a variety of artwork to pick from and many items you can create.

**Tables and Columns** – These features provide a way to arrange your document to display neatly in columns and/or rows. Columns can be found under the Layout ribbon. You can arrange your document into vertical columns, each independent of the other. It’s a great feature if each column contains its own set of information. You can type into a column starting at the top and working your way to the bottom. However, it does not work well if you want to align words from Column 1 with adjacent words in Column 2 – they often don’t line up across the page. If you want to tie line together across the page, you may want to set up a Table which can be found under the Insert ribbon. You insert columns and rows into your document, and it allows you to align information within a row and across the columns. There are a lot of formatting options available if you right click on the Column or the Table after it is inserted on the page.

**Create a PDF** – You have finished your document and now you want to share it with someone else. To protect your work and save the formatting, it may be worthwhile to save it in PDF format. Under the File ribbon, you would choose Export and then choose Create PDF/XPS Document. Follow the prompt to name and save (publish) your document. (This feature is also available in MS Excel, MS PowerPoint, and MS Publisher.)